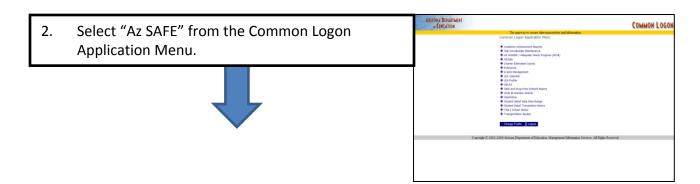
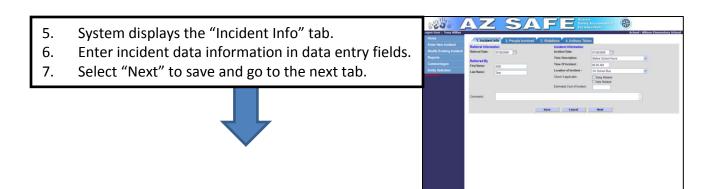
## Az SAFE – Data Entry Process

1. Log in to the Common Logon using your Username and Password.

| Common Logon using your Username and Password | Common Logon using your Username and password | Common Logon using your Username | Common Logon using your Username | Common Logon using the logon user and the logo







1/7/2009

## Az SAFE – Data Entry Process

- 8. System displays the "People Involved" tab.
- 9. Enter Offender/Victim/Bystander information in the data entry fields.
- 10. Select "Add Another Person" button if there were more people involved in the incident.
- 11. Repeat Steps 9 & 10 until all people involved in the incident are entered.
- 12. Select "Next" button to save and go to the next tab.





- 13. System displays the "Violations" tab.
- Select an offender from the list of offenders, then select a violation committed by that offender.
- 15. Select the "Add Another Violation" button if there were other violations committed by this offender during the Incident.
- 16. Repeat Steps 14 & 15 until all violations that occurred during the incident are entered.
- 17. Select the "Next" button to save and go to the next tab.





- 18. System displays the "Actions Taken" tab.
- Select a violation from the list of violations then select the offender who committed that violation.
- 20. Enter Action Taken information in the data entry fields
- 21. Select the "Add Another Action" button if there are other actions to be added.
- 22. Repeat Steps 19, 20 & 21 until all actions taken for the incident are entered.
- 23. Select the "Exit" button to save and go to a new incident data entry screen.



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